

DEPUTY SHERIFF

(Entry-Level and Lateral-Entry)

Salary: \$3381.86/Mo (Entry) - \$4735.34/Mo (Top)

At time of employment, **lateral-entry** deputies will be paid at the salary step commensurate with their experience and training as a law enforcement officer, as determined by the King County Sheriff's Office.

Following a waiting period of from two to four years, depending on the level of the degree, 2%, 3%, and 4% salary premiums are available for possession of 2 year, 4 year and master's degrees. Premiums are also provided for most types of specific deputy assignments.

Job Announcement No.: 22rc1001

Open Continuous

WHO MAY APPLY: This is a commissioned law enforcement position. Law enforcement duties are performed 24 hours per day, seven days per week. Shift work, including nights, weekends, and holidays is required. All uniforms and equipment are provided. Deputies may serve in contract cities with specialized uniforms and cars.

WHERE TO APPLY: See attached Deputy Sheriff Selection Process page.

PRIMARY JOB DUTIES INCLUDE:

1. Patrol designated areas in a one-officer patrol vehicle to deter and discover crime.
2. Enforce applicable laws and ordinances.
3. Respond to citizen calls for assistance and provide emergency services.
4. Use community policing and problem solving tools to solve chronic problems.
5. Issue citations, serve warrants of arrest, and arrest persons charged with felony and misdemeanor charges. This may require the use of force, including deadly force.
6. Investigate accidents and assist motorists and pedestrians.
7. Investigate crimes, write incident reports, and testify in courts of law.

QUALIFICATIONS: Applicants must be 21 years old at the time of application, possess a high school diploma or G.E.D., and be a U.S. citizen. Applicants must be able to read, write and speak the English language so as to be easily understood. Basic computer and keyboarding skills are preferred. By the date of hire, must possess a Washington State driver's license. Ability to meet Department's vision standards, including color vision, is required (see Vision Requirements under Selection Process). Applicants must pass a post-offer medical exam. Other requirements are the ability to interact effectively and empathetically with a wide diversity of people, analyze and solve problems, take initiative, deal constructively with stress, apply policies to ambiguous situations, exercise independent discretion, and be confident in approaching, taking control of and resolving situations.

Lateral-Entry Qualifications:

1. Experience as a full time commissioned police officer with at least 12 months of patrol experience similar to the duties of the King County Sheriff's Office.
2. Successful completion of probation as a commissioned officer with a city, county or state police or sheriff's department.
3. Less than a two year break in service from a former police officer position.
4. Academy training which meets or exceeds the Washington State Criminal Justice Training Center's standards, as determined by the King County Sheriff's Office.

NOTE TO PREVIOUS APPLICANTS: Candidates who do not qualify on the Written/Video Examination must wait 6 months before re-applying. a.

UNION MEMBERSHIP: Employees must join the King County Police Officers Guild within 30 days of hire.

**KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE
AVAILABLE IN ALTERNATE FORMATS FOR PERSONS WITH DISABILITIES**

DEPUTY SHERIFF BENEFITS PACKAGE

King County Deputies receive a complete, competitive package of benefits. Please see the benefits description on the back of the job announcement. Additional details are as follows:

Vacation: Eligibility for vacation starts after 6 months. Annual accrual rates are 12 days (yrs 1-5), 15 days (yrs 6-8), 16 days (yrs 9-10), 20 days (yrs 11-16); the rate then increases 1 day/year up to 30 days for the 26th year and beyond.

Sick Leave: Employees earn sick leave at the rate of one day/month. No limit is placed on accrual of sick leave. Upon retirement, death or resignation with 25 years of service, employees are paid for 35% of their unused accrued sick leave.

Long Term Disability: Currently the Police Officers Guild provides this optional benefit, at employee expense.

Premium Pay for specialty assignments including patrol assignments, earned college degrees, and longevity.

DEPUTY SHERIFF SELECTION PROCESS

1. **Application Package:** May be obtained in person at the Office of Human Resources Management, Rm. 450 of the King County Admin. Building, or the King County Sheriff's Office in the King County Courthouse (downtown), at any of the Department's precincts, or community service centers. You may also obtain application materials by contacting the Application Request Line at (206) 205-8782 or by downloading an application from our website:

<http://www.metrokc.gov/ohrm/psd/assets/OtherPDF/Sheriff/deputyapplication2.pdf>

Entry-Level Applicants: [Complete the King County Sheriff's Office Deputy Sheriff employment application](#), including answers to questions 1 - 17 on the Self-Screening Questionnaire. Don't forget to sign the application.

- **Lateral-Entry Applicants:** Those who meet the criteria as stated under Qualifications on the front of the job announcement will be tested separately from entry-level candidates. If you feel you meet the qualifications as a lateral-entry candidate, you must complete the King County Sheriff's Office Deputy Sheriff employment application and attach a cover letter/resume following the instructions on the Lateral Entry Applicant Structured Resume.

Please note that questions 18 - 21 of the Self-Screening Questionnaire on the application must be answered by lateral-entry applicants, in addition to questions 1 - 17. Remember to sign the application.

*Answers to the self-screening questions absolutely must be answered with complete honesty. Dishonest answers discovered at any stage of the hiring process will result in immediate disqualification. **Lateral-entry applicants, be sure to complete screening Questions 18 – 21. IF YOU HAVE ANY QUESTIONS ABOUT YOUR BACKGROUND OR THE SCREENING QUESTIONS CALL THE BACKGROUND UNIT FOR AN INITIAL DETERMINATION - 206-296-4074.** Other questions may be addressed to our Deputy Recruiter at 206-205-KCSO or by email at kcsorecruiter@metrokc.gov.*

Address changes must be given to the Office of Human Resources Management, in writing, AS SOON AS POSSIBLE.

SUBMIT YOUR EMPLOYMENT APPLICATION PACKAGE TO:

OFFICE OF HUMAN RESOURCES MANAGEMENT
Room 450, King County Administration Building
500 4th Avenue
Seattle, WA 98104

Vision Requirements: Must be able to perform the essential police officer functions related to seeing clearly and accurately at a distance, even in the event that one's glasses have been broken or one's contact lenses have fallen out. Each applicant's ability to perform this function will be assessed individually. The general standard is: uncorrected vision of 20/100 or better, correctable to 20/30 with the use of glasses, hard contact lenses or soft contacts you have worn for less than one year. OR Corrected vision to 20/30 or better with soft contact lenses you have worn for at least one year (in this case there is no uncorrected vision standard) OR Uncorrected vision of 20/30 or better. Must have normal color vision (based on the Ishihara standard range of normal color vision, as determined at the medical exam).

2. **Review of Application Package:** The employment application must be complete or it will possibly not be accepted. Self-screening questionnaire answers will be evaluated to determine whether applicants initially meet background and state law requirements.

Entry-Level: Qualified applicants will be invited, in writing, to the physical fitness examination.

Lateral-Entry: Screening Questions 18 - 21 as well as the cover letter and resume you've attached to the application will be reviewed to determine if applicant meets lateral-entry standards. Qualified applicants will be invited, in writing, to the written test for laterals.

Those who do not meet qualifications for whatever reason will be notified of that, also.

3. **Workshops:** The King County Sheriff's Office schedules optional workshops to go over the physical fitness and written/video examinations with those entry-level/lateral applicants interested in learning more about the testing process. Specific dates and locations are listed on the attached Deputy Sheriff Information Sheet. Applicants may attend one or all of these workshops.

4. **Physical Fitness Examination: Required for Entry-Level Applicants ONLY.** In order to gain entrance into and successfully complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy, new deputy recruits must pass the following physical fitness standards adopted by the King County Sheriff's Office. Applicants must attain a composite minimum Total Test Battery Score (TTBS) of 160 points. This composite scoring system establishes the following for each exercise: Minimum Score (MinS); Standard Passing Score (SPS); and Maximum Passing Score (MaxPS). The test battery consists of four test elements:

1. Pushups 2. 1 Minute Sit-ups 3. 300 Meter Run 4. 1.5 Mile Run

Any performance below the MinS will disqualify the applicant from the testing process and performances above the MaxPS will not be added to the composite TTBS. The point system for each event is based on points awarded for each repetition or second completed. The King County Sheriff's Office recommends that all applicants train to exceed the level of the Standard Passing Score to ensure achieving a composite score of 160.

Please refer to the Physical Fitness Testing Information for details on each exercise

Exercise	Passing Range (MinS to MaxPS)	Standard Passing Score (SPS)	Point System
Maximum Push-ups	21-35 (repetitions)	28	1.43 pts./rep.
1 minute Sit-ups	30-38 (repetitions)	34	2.5 pts./rep.
300 Meter Run	56-71 (seconds)	63	1.33 pts./sec.
1.5 Mile Run	13:35-14:31 (minutes/sec)	14.03	0.357 pts./sec

Example Scoring Matrix

	Push Ups	Sit Ups	300 M Run	1.5 Mile Run	Score	TTBS
MaxPS	35	38	56 seconds	13:35	50	200
SPS	28	34	63 seconds	14.03	40	160
MinS	21	30	71 seconds	14:31	30	120
	Must achieve a Total Test Battery Score of:					= 160



PHYSICAL FITNESS TESTING INFORMATION

1. **Bent-knee Sit-ups:** This is a test of muscular endurance, in the abdominal muscles. The subject lies on his/her back with knees flexed at a right angle. The hands, with fingers interlocked, are placed at the back of the neck at ear level. A partner sits on the subject's insteps with his/her hands placed behind the subject's calf muscles to keep the heels in contact with the floor. The individual sits up to touch the knees with elbows. Without pause, the individual returns to the starting position just long enough for his/her head (not just shoulder blades) to touch the mat and immediately sits up again. Only the number of correct sit-ups performed in 60 seconds is recorded.
2. **Push-ups:** This is a measure of muscular endurance of the arms and shoulder girdle muscles. This test is administered with the individual in the standard "up" position for a full push-up. The individual's hands may be placed anywhere relative to his/her body as long as they do not exceed two shoulder widths apart. A four-inch (4") cube of foam rubber is positioned directly under the subject's costal arch, on the ground, for the purpose of counting. The individual lowers his/her body until the foam cube touches his/her chest. The individual then returns to the full "up" position (elbows locked) for the beginning of the next repetition. Legs and back will be straight. Individuals are NOT allowed to bend his/her legs at the knee. If the individual touches the floor with any portion of his/her body, the test is terminated. Only the number of correct push-ups performed will be recorded. **There is no time limit for this exercise.**
3. **1.5 Mile Run:** This is a measure of cardiovascular endurance and is a timed run over the specific distance of one and one-half miles of flat terrain. This test requires a nearly exhaustive effort; however, individuals should not run to complete exhaustion. It is assumed that the individual has had the proper medical examination and has been cleared for an exercise program. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises. The time used to complete the distance is recorded.
4. **300 Meter Run:** This is a measure of anaerobic capacity which is important for tasks such as short pursuits, running upstairs and use of force. This is a timed run over the specific distance of 300 meters of flat terrain. If using a 400-meter track, the applicant runs $\frac{3}{4}$ of 1 lap (inside lane) at a maximum level of effort. It is assumed that the individual has had the proper medical examination and has been cleared for an exercise program. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises. The time used to complete the distance is recorded.

Applicants who fail to pass the physical fitness examination will need to re-apply with the Sheriff's Office before they are allowed to re-take the examination. Applications will be made available at the site of the physical ability test for those who wish to re-apply.

5. **Written Examination:**

Entry-Level: Applicants who pass the physical exam will be invited to the written/video examination, which will test aptitude for police work, common sense, people skills, reading comprehension, and report writing skills. Those who pass the written/video test will be scheduled to take the Oral Board.

Lateral-Entry: Experienced officers will take the reading comprehension and report writing sections of the written/video test, only. These sections are pass/fail - those who pass both sections will be invited to the Lateral Oral Board Exam.

6. **Oral Board:**

Entry-Level: Those who pass the video/written exam will be scheduled for the oral board exam and interviewed by a panel of King County Deputies and/or Sergeants. The oral exam will evaluate the candidates' personal history, abilities and skills regarding their potential as a King County Deputy.

Lateral-Entry: Those candidates who pass both the reading comprehension and report writing sections of the test will be interviewed by King County Deputies and/or Sergeants to evaluate their law enforcement knowledge, experience and skill level, as well as personal history. This oral board exam is a test for candidates with previous experience only and is not the same as the entry-level oral board.

7. **Employment List:** The Office of Human Resources Management will maintain two Civil Service employment lists; one for entry-level candidates and one for lateral-entry candidates. As vacancies occur the Sheriff's Office will determine which list to draw from to fill each vacancy.

Entry-Level List: Based on the combined score of the video and oral exams, qualified candidates will be merged onto the existing entry-level eligibility list.

Lateral-Entry List: Based on their oral board score, lateral candidates are merged onto the existing lateral-entry eligibility list.

8. **Certification:** The Office of Human Resources Management will certify candidates from either list to fill vacancies, as requested by the Sheriff's Office. (See back of job announcement for details.)

9. **Background Investigation:** Deputies must have a background that will not detract from the public confidence in the department, or impair the security of the department. As a result, applicants must pass a thorough, pre-hire background investigation. This investigation will include criminal history (which includes illegal activities or patterns of misconduct), employment history, driving history, and an evaluation of psychological fitness. Police detectives will conduct the investigation. You will be questioned about any and all illegal activities, regardless of whether you have been arrested for them. References and previous employers will be contacted, and applicants will undergo an examination by a psychologist. *Applicants **must** cooperate with the background investigator by providing true and complete responses in the application, self-screening questionnaire, panel oral exam, background investigation questionnaire, psychological examination, and all other areas of testing. Responses **must** be free from intentional falsifications, misleading statements, and omissions. The Office of Human Resources Management will remove from the employment list applicants who do not cooperate in all phases of the background investigation or who fail it. **NOTE TO LATERAL-ENTRY CANDIDATES:** Information you provide to our background unit may be shared with your current law enforcement employer.*

10. **Appointment:** The King County Sheriff's Office may choose to hire, or not to hire, any individual who has passed the examination process and has been certified as eligible for hire. After completion of the background investigation and psychological evaluation, the department makes its hiring decisions. An offer of employment is contingent upon passing a thorough medical examination.

Entry-Level: New deputies initially attend the Washington State Criminal Justice Training Academy (in Burien). The Academy requires recruits to pass their physical fitness exam prior to beginning academy classes. The exam and the standards used are the same as those used in the Department's entry level testing process. Failure to pass the exam administered by the academy staff will result in termination. Once graduated from the academy and commissioned as an officer, they are assigned to a precinct to begin their field-training program. The 12-month probationary period begins when the recruit is assigned to a precinct.

Lateral-Entry: Experienced deputies are assigned to post academy training prior to being assigned to a precinct and beginning the field-training program. Once assigned to a precinct their 12 months of probation begins. Laterals who were not trained and certified by the Washington State Training Commission (out-of-state) will be required to take the Washington State Equivalency as soon as possible during their probationary year.

Lateral-Entry Applicant Structured Resume

Please utilize the following structure, specifically answering the questions below, to present your lateral police officer experience as a part of your Lateral-Entry Application Package. Also, attach to your resume your last two department evaluations. If you do not have any recent evaluations you should state the reason why.

I. Academy

1. State the name and location of the police academy you graduated from, and what organization runs the academy (e.g. State of Washington, Seattle Police Department.)
2. State the dates of your formal academy training (beginning and ending dates).
3. State the number of hours of academy classes your academy training provided.

II. Agency

In order, list the following information for each fully commissioned police officer job you have had:

1. Name of Agency
2. Dates of Employment, giving Month/Day/Year of beginning and ending dates.
3. Dates of probation, and whether you successfully completed probation.
4. Number of fully commissioned police officers employed by that agency.
5. Size of population served by the police agency.
6. State the extent to which your agency served rural or urban communities.

III. Experience

We are interested in getting considerable detail about each commissioned police officer job you have held, so please try to answer these questions very specifically. This information is used to screen applicants, and is used again at the oral board to rank candidates, and once again in deciding what step to start the lateral-entry applicant at.

Starting with the first agency you worked for as a fully commissioned officer, state:

1. The chronology of assignments you worked, showing Month/Day/Year. (Day may be approximate if not immediately known.) For example:
 - 2/15/87 to 12/25/89 Patrol (10½ months)
 - 1/1/90 to 6/30/91 Street Crimes Task Force (6 months)
 - 7/1/91 to 9/10/91 Undercover Narcotics Work (2+ months)
 - 9/11/91 to 12/5/93 Proactive Patrol Work (2 yr., 2½ months)
2. Dates of any promotions you may have had. Explain if you were assigned any variation of the following designations:
 - FTO (Field Training Officer)
 - MPO or Corporal (Master Police Officer)
 - Detective
 - Special Assignments
 - Instructor/Trainer
 - Other

IV. Training

List classes taken beyond basic academy training, with month/year and number of hours if known.

V. College Education

State whether you have a degree, the type and major of the degree, the college where earned, and the date received. If you have college but no degree, state the number of semester or quarter hours and in what subject, and from what academic institution.

VI. Other Special Skills

State the level of proficiency of your computer skills and keyboarding skills, and any other law enforcement related skills and experience.